

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, August 15, 2013 – 3:30 PM**

The Franklin Transit Authority met on Thursday, August 15, 2013 at 3:30 pm
708 Columbia Ave. Franklin, TN

Members present

Preston Elliott, Chair
Pearl Bransford
Bob Horner
Dale Thomas

Others Present

Debbie Henry, The TMA Group
Kelly Bair, The TMA Group
Laing McCullough, The TMA Group

1. Call to Order

Chairman Elliott called the meeting to order.

2. Roll Call/Confirm Quorum

Chairman Elliott confirmed that there was a quorum.

Chairman Elliott recognized Thomas David for 5 years of service as a driver.

3. Public Comments

This portion of the agenda is for members of the public to directly address the FTA on any items not on the agenda and within the jurisdiction of the Authority. Comments are limited to three minutes per speaker. The Authority will hear all communication but will not take any action on items that are not on the Agenda.

CONSENT CALENDAR

4. Minutes of May 16, 2013 Regular Meeting Minutes (ITEM #4)

Chairman Elliott called to approve the minutes of the May 16, 2013 regular meeting; Ms. Pearl Bransford motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary (ITEM #5)

Ms. Henry presented the year end June 30, 2013 financial statements to the Authority, noting that FY13 closed very well; 105% revenues, 99% expenses. Ms. Henry pointed out the increase revenues in transit fares, contracts, and grant funds. She also reminded the Authority that the increase in service equated increased expenses, and due to changing to the accrual accounting method, 27 payrolls were booked. Chairman Preston Elliott called for acceptance of the financial report. *Mr. Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

6. Transit Report (ITEM #6)

Ms. Henry reported the ridership. Ridership and Fare Box continues to rise. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

NEW BUSINESS

7. Consideration of Design of Girl Scout Franklin Transit Transportation Patch (BAI 08-15-13-7)

Ms. Henry presented artwork for the previously approved Franklin Transit Authority Girl Scout Patch. This patch will be presented once tasks are completed for each scout level. Ms. Pearl Bransford inquired about presenting the patch in from of the City of Franklin's Board of Mayor and Alderman. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Bob Horner motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

8. Acknowledgement of Contractors and 5307 Subrecipients (BAI 08-15-13-8)

Ms. Henry briefed the Authority on the upcoming Triennial Review conducted by Federal Transit Administration, to be held October 30-31. Documents have been requested before the site visit, with one being a list of contractors and subrecipients who maintain FTA-funded assets. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Bob Horner motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

9. Consideration of Compliance Review of 5307 Subrecipient Documents (BAI 08-15-13-9)

Ms. Henry presented an additional requirement for the Triennial Review; a compliance review of The TMA Group, contractor for Williamson County, subrecipient. This review is to ensure Franklin Transit Authority's federal funds are being handled effectively and efficiently. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Bob Horner motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

10. Consideration of Amendment to Lease Agreement for Equipment (BAI 08-15-13-10) Between Franklin Transit Authority and the City of Franklin.

Ms. Henry presented the Authority with an amended lease with the City of Franklin to reflect an updated list of existing leased vehicles. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Bob Horner motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

11. Consideration of Development of Updated Purchasing (BAI 08-15-13-11) Policies and Procedures

Ms. Henry informed the Authority current purchasing policies and procedures are found to not be fully compliant with Federal Transit Administration's requirements. Updates and revisions have been issued, and must be incorporated. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Bob Horner motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

12. Consideration of Additional Goal Wording to Existing Vehicle Maintenance Program

(BAI 08-15-13-12)

Ms. Henry presented a percentage goal to be added to the vehicle maintenance program. This goal of 80%, which exceeds industry standards, is to maintain 80% of the fleet as in service at all times. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Bob Horner motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

OTHER BUSINESS

13. Report of Executive Director

Ms. Henry reminded the Authority of the June 30, 2014 expiration date for the Franklin Transit Authority/TMA Group operating contract. The City of Franklin will be leading the Authority through this process.

14. Adjourn

Preston Elliott, Chairman